**Salamanca Public Library**

November 13, 2024

**Meeting Minutes**

Present: Patsi Magara-Board President, Angel Fisher-Board Vice president, Kari Kennedy-trustee, Sue Zaprowski-trustee, Jennifer Stickles-Library Manager. Absent-Gina Matteson-trustee

The meeting was called to order at 4:03 pm. Sue motioned to approve the agenda; Angel seconded it. The motion carried.

Angel motioned to approve the minutes of the October meeting. Sue seconded it. The motion carried.

We discussed and reviewed the bills that needed to be paid. Sue made a motion to pay bills as warranted, Patsi seconded it. The motion carried and the warrant sheet was sent around to be signed. The checks were also signed.

We reviewed the financial reports. There was an issue with the insurance check being in the wrong part. We discussed how to fix it. Jen was going to handle that.

There were no public comments.

**Old Business:**

We discussed hiring a new bookkeeper. Of the three applicants that turned in resumes, we agreed on approaching T. Davies as she was the most qualified. Patsi was going to reach out to her.

Angel asked Jen about the large credit on Amazon and if it has been resolved to be applied to new purchases and she said no due to how much time it takes to wait on hold.

We also discussed that the credit from the insurance company should be coming, and Jen will be able to pay the contractors and Jim Hannon for the work on the building since the accident in May. Jen made mention that Jim Hannon’s bill is not part of the insurance coverage.

**New Business:**

We looked at and discussed Jen’s proposed budget. More final numbers need to be made but it is not finalized yet.

We reviewed the manager’s report and there was discussion about needing a new copier. Jen had a quote to purchase a brand new one for $2,282.50. A motion was made by Patsi and seconded by Angel to purchase the copier. All were in favor. Motion carried.

At 4:38 pm the board moved into executive session to discuss a personnel issue. A motion was made by Kari and seconded by Angel, in executive session, to have Jen proceed with purchasing QuickBooks Online so that the new bookkeeper could use the program from the start of hire. The motion carried.

The board moved back into regular session at 4:58 pm.

The meeting adjourned at 4:59 pm.

Respectfully submitted,

Patsi Magara

Board President